

# EXECUTIVE BOARD AGENDA

**SEATTLE CHAPTER**

## Date 07.10.20 | Meeting called to order at 11:30AM .

## In Attendance: Jose Diaz, Tony Houts, Jay Arcarese, Melanie Danuser, Annette Bailes, Cindy Strickland, Jackie Roethel, Linda Gettman

11:30 Call Meeting to order. Tony Houts

1. Welcome and call to order.
   1. Tony stated that he contacted Kevin Kane and he is aware that we will not be utilizing his services.
   2. Tony stated that we will see a big difference in the income/expense for the “COVID” year.
   3. Committee Chairs will be submitting white papers every month to their VP
   4. New structure of board takes effect July 1.
   5. 2020-2021 Budget will be sent out via email to the exec board for voting/approval

## 11:35 – 11:55 Immediate Business – Tony Houts

1. Committee Budgets
   1. Jay (Associates) nothing to report – budget submitted to Fawn
   2. Jackie states that the holiday party is more of a membership event. Combining membership party with holiday party. Still a programs event, with the aid of membership. Oktoberfest is a good theme and time.
   3. Add in the breakfast programs to the budget. Venue: Rainier Brewery Sponsorships encouraged
   4. Preregistration form for the webinars will be added to email database. Add membership opportunity to those that sign up as nonmember.
   5. Early registration line item for Golf – Combine registration.
   6. CFM – break even point for revenue so we remain in the black.
   7. Advertising leaving at $500
   8. Golf Donation Special Olympics, open to switching it up and voting on that. Wait till next fiscal year to donate. Possibly a percentage amount.
   9. Combine Holiday Party and Membership in Chart of accounts
   10. Membership Drive $2500 new line item.
   11. Annette will create a “story” to go along with our scholarship to HQ
2. Committee Reports
   1. (Cindy)Membership Drive –
      1. May need to start over next year. 305 members currently
      2. New member packet
      3. IFMA Table at WSSHE Golf tournament – if there is no cost to each other.
   2. (Jackie) Programs-
      1. 110 registrants for last month’s webinar
      2. Next one planned for Tuesday – Cindy was able to acquire speakers
      3. 4 committee members

## 11:55 – 12:10 State of the Chapter – President Tony Houts

1. Elections -
   1. End of terms – Survey poll will be pulled Friday.

## 12:10-12:25 Golf – Jose Diaz

1. Save the date – Golf event is still scheduled, save the date will go out within the next two weeks. Pirate theme.
2. Golf Committee will meet next week, to go over the sponsorships.
3. Call for Sponsorships

## 12:25 – 12:45 Vice President’s Report –

1. Tona Khau
2. Jackie Roethel
3. Melanie Danuser
4. Michael Wodrich

## 12:45 – 1:00 General Board discussion

Open discussion time for the board

Meeting adjourned at 12:45PM

## Next Meeting

**Wednesday 7.8.2020, 11:00 am, expect this month to continue as a Virtual/Conference call.**